



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS
FOR THE
DISTRICT OF COLUMBIA**

INTERNSHIP OPPORTUNITY

Announcement No.: 2018-01

Position Title: Student Intern (Volunteer)
(Multiple opportunities)

Area of Consideration: Current students enrolled in an accredited undergraduate or graduate program or pursuing a Juris Doctorate degree

Position Location: Washington, DC

Internship Time Frame: June 11, 2018 – August 17, 2018

Open Date: January 29, 2018

Closing Date: March 30, 2018

How to Apply:

Qualified individuals must submit the following:

- Cover letter (indicate the department interested in interning with and explain how experience relates to the position requirements)
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from www.uscourts.gov)
- Resume detailing all relevant experience, education, and skills
- Transcripts (official or unofficial reflecting the student's most recent academic semester and the cumulative GPA as of the application date)

Failure to submit a complete application package will result in immediate disqualification. Description of Work section of the AO-78 must be complete. Indicating "see resume" is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. Only one application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts
Attn: Human Resources (2018-01)
333 Constitution Avenue, NW, Room 2718
Washington, DC 20001

Or via e-mail to: DCD_HumanResources@dcd.uscourts.gov

Agency Contact Person: Marion L. Boulden, PHR, SHRM-CP
Human Resources Manager
(202) 565-1355

JOB SUMMARY

The United States District and Bankruptcy Courts Clerk's Office offers unpaid internship opportunities during the spring, summer, and fall terms. The program affords college students the opportunity to gain empirical federal experience, develop personal and professional skills, invaluable hands-on experience working in a courthouse setting, attending trials, and networking with courthouse personnel and officials.

DUTIES AND RESPONSIBILITIES

Students are able to intern in the following departments of the United States District and Bankruptcy Courts Clerk's Office:

District and Bankruptcy Court Operations (Combined)

The intern will provide a full range of administrative support to the department. The duties performed will include but are not limited to: Scanning and filing documents, assisting courtroom deputy with pre and post hearing procedures, prepare file folders and labels to maintain documents. Docketing archived information in CM/ECF. Performing intranet site research and ensuring that all Bankruptcy information is appropriately placed. The intern will also provide customer service by fulfilling record retrieval requests and answering inquiries. Maintain files in an orderly fashion by reorganizing, transferring, archiving, and storing as needed. Provide direct assistance in archiving and storing records according to the regulations. Retrieve, scan, and file. Lifting of up to 40 lbs. Other clerical duties as assigned.

Procurement and Facilities

The Procurement and Facilities Intern reports to the Procurement and Facilities Administrator and provides a full range of administrative support to the department. The duties performed will include but are not limited to: Logging and filing documents. Scheduling and escorting contractors. Daily inspections of the facilities in the Annex/Prettyman courthouse. Taking inventory of supplies and providing coverage during Clerk's Office supply time. Assisting with obtaining vendor quotes, bids, and pricing for the budget. Assisting with GSA and Administrative Services request tickets. Assisting with basic maintenance of office equipment to include the meter machines, copier, fax, and printers. Will provide support and conduct audits as needed. Performing other clerical support duties as needed.

Office of Information Technology

The Office of Information Technology Intern reports to the Director of Information Technology and provides a full range of administrative support to the department. Duties performed will include but are not limited to: Answering and logging calls received by the help desk. Assisting staff with troubleshooting and resolving help desk inquiries. PC support and maintenance to include but not limited to cloning and swapping out PCs. Assisting with the support of courtroom technology needs. Assisting with court webpage designing and maintenance. Assisting with the installation of network equipment. Other duties as assigned.

Finance

The Finance Intern reports to the Financial Administrator and provides a full range of administrative support to the department. The duties performed will include but are not limited to: Researching bankruptcy documents with the United States Bankruptcy Court. Creating reports. Working with the United States District Court finance officers researching cases. Other duties as assigned.

Office of the Clerk

The Office of the Clerk Intern reports to the Clerk of Court and provides a full range of administrative support to the department. The duties performed will include but are not limited to: Updating, researching and analyzing current courthouse and Administrative Office policies. Attending and conducting orientation for new incoming judges. Assisting the Clerk of Court with special court ceremonies and projects including investitures and annual audits. Coordinating and revamping of the filing system for the Office of the Clerk. Archiving pertinent court decisions. Preparing briefings and presentations for the Clerk. Other general office and administrative support duties as assigned to include but not limited to responding to inquiries, copying, collating, and organizing. This internship position requires regular interactions with and supports all levels of personnel to include Clerk's Office and chambers staff. Other duties as assigned.

Education and Training

The Education and Training Intern reports to the Training Specialist. Assists the Training Specialist with training research, preparations, and set-up. Assists with new hire orientations, document revisions, performance awards program processing, and other projects, as assigned. Assists the Training Specialist with special projects related to the Office of the Clerk. Other general office and administrative support duties as assigned to include but not limited to responding to inquiries, copying, collating, and organizing. This internship requires regular interactions with and supports all levels of personnel to include Clerk's Office staff.

QUALIFICATIONS

It is expected that interns have:

- General knowledge of general office practices and equipment.
- Basic skills in office administration to include typing, data entry, file maintenance, record keeping, and presentation preparation is needed.
- Proficiency in Microsoft Word, Excel, Access, PowerPoint, and the internet is preferred.
- Excellent communication, interpersonal and organizational skills, which include the ability to manage multiple tasks and deadlines, are essential.
- Understanding the importance of the confidentiality issues inherent to the court is critical.
- Ability to exercise mature judgment.

BENEFITS

- The summer term offers professional development seminars; meet and greet sessions with judges, law enforcement officers, and other legal representatives; and the opportunity to collaborate with other interns on a presentation to the Clerk's Office staff and other special guests at the end of the term.
- On-site physical fitness facility.

CONDITIONS OF EMPLOYMENT

- United States citizenship is required for consideration for this position.
- Must be enrolled in a degree-seeking program.
- Be majoring in one of the following majors: Criminal Justice, Business, Finance, Human Resources, Political Science, History, Pre-Law, Psychology, English, Accounting, Information Technology, or be pursuing a Juris Doctorate degree. Students majoring in other related areas of concentration may be considered.
- Must be willing to participate for a term of at least 6 weeks or longer, 18 hours per week (during summer only). For spring and fall terms, for at least 10 weeks; however, the work schedule may be flexible. The internship may also be used for credit-offering courses.
- Adhere to the rules, regulations, and policies of the Court, including the [Code of Conduct for Judicial Employees](#) and Court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Final candidates will undergo a background check.
- Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.